

SUNY Broome Community College
Professional Development Assistance Program (PDAP)
Professional Development – www.sunybroome.edu/prodev
607-778-5611

PDAP GUIDELINES AND APPLICATION FOR CONFERENCES and WORKSHOPS

Information on PDAP: The PDAP is designed to offer partial or full funding for workshop/conference expenses and tuition reimbursement (coursework). Guidelines for this program and an application are available online. While the application can be submitted electronically, the cover sheet must be submitted in hard copy, as the cover sheet must contain signatures. Once the application is complete and submitted, the Professional Development Steering Committee (PDSC) will review each application using rubrics. Those applications meeting the PDAP criteria will be funded as available funding allows. Before funding can be awarded, applicants must have a copy of either an approved Professional Development Plan (PDP) or an Individual Professional Growth Plan (IPGP) on file in the Teaching Resource Center. ([IPGP Form](#))

Funding Eligibility: Funding eligibility is based on your position and length of service to the campus. Please see below.

Full-time regular employees are eligible for a maximum of \$450 per academic year for travel. NOTE: The first request is limited to \$300 unless the applicant is presenting at a conference, then they can request the full \$450. The maximum annual award is \$450.

- First Request = \$300
 - First Request – If Presenting = \$450
 - Maximum Annual Award = \$450
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Full-time adjunct and full-time temporary employees are eligible for \$150 annually if the applicant has less than three (3) years of continuous service. They are eligible for \$300 annually if the applicant has three (3) or more years of continuous service.

- Less than three (3) years of continuous service = \$150
 - Three (3) or more years of continuous service = \$300
-

Part-time employees are eligible for \$100 annually if the applicant has less than five (5) years of service. If the applicant five (5) or more but less than ten (10) years of service, they are eligible for \$150. If the applicant has 10 or more years of service, they are eligible for \$250.

- Less than five (5) = \$100
- More than five (5), less than ten (10) = \$150
- More than 10 years of service = \$250

Please note: If your position has changed on campus, you are eligible for the amount that fits the position you currently hold.

Summary Report. Once funding has been awarded, the recipient is required to provide the PDSC with a report on the benefits gained for themselves and for the college from the activity funded with PDAP funding. These summary reports will serve to enhance the professional development activity and assist the BCC Foundation in raising funds for professional development.

PDSC Considerations: PDAP funding is subject to the availability of funds and the total number of applications received. Further, the PDSC takes into account the following considerations when making decisions concerning the allocation of PDAP funds:

1. Applicants who are presenting at a conference
2. Professional development activity that directly supports appointment and promotion efforts
3. Professional development activity that directly supports institutional or programmatic accreditation
4. Professional development activity that aligns with departmental or divisional directives
5. Individuals not previously awarded PDAP funds from the current or previous academic years
6. Applications that are completed fully (not missing any information) and submitted on time

Limited Funds: In the event funding is limited, the PDSC may choose to exercise the following strategies when allocating limited funds:

1. Cap funding for the conference/workshop to no more than a percentage of the total activity expense
2. Reduce the maximum eligibility amount
3. Award each applicant a set percentage of the total required
4. Applicants who do not have other colleagues from the same area requesting funding for the same conference
5. Award selected initiatives based on the above considerations; therefore, some initiatives may not be funded

Review of Applications: The PDSC will review PDAP applications for workshops/conferences. This review will include evaluation with a rubric that aligns with the information in the application. Please make sure responses are complete and include content that answers the questions in the application. The rubric used by the PDSC can be found on the professional development website (www.sunybroome.edu/prodev).

PDSC

05/13/19

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PDAP Application for Conference/Workshop Reimbursement
PART I: COVER SHEET – MUST BE SUBMITTED IN HARD COPY

APPLICANT NAME: _____ **APPLICATION DATE:** _____

NOTE: Signature confirms that the proposed professional development activity is appropriate for the applicant's PDP or IPGP.

Immediate Supervisor's Signature: _____ **Date:** _____

Dean/Director's Signature: _____ **Date:** _____

Employment Status: _____ **Completed Years of Service:** _____

- Full-time Regular Employee
- Full-time Adjunct/Full-time Temporary Employee
- Part-time Employee

Activity Meets Requirements for:

- Appointment (tenure) Promotion/Increment Both Neither

Activity Title: _____

Date(s) of Activity: _____

In order to facilitate the information and expertise gained through the professional development activities funded by PDAP, the PDSC asks that every person who attends or presents at a conference or workshop share that information. Sharing of the information is required through *completing a summary report* **and** at least one of the following items:

- Offer a workshop through the Teaching Resource Center (TRC)
- Facilitate an informal discussion, such as a Brown Bag Discussion, through the TRC
- Share the information with my department or, if appropriate, within the division
- Presentation/Poster Session on Renewal Day

In what capacity will you be participating at this conference/workshop?

- Presenter (individually, group, or poster session)
- Attendee or Roundtable Participant

PART II: APPLICATION FOR CONFERENCE/WORKSHOP REIMBURSEMENT

1. **PDP/IPGP:** Provide specific information demonstrating how this professional development activity aligns with and supports your PDP/IPGP. Please identify a specific objective in your PDP/IPGP that relates to this professional development activity. ([IPGP Form](#))

(NOTE: The PDSC does not review your PDP/IPGP; please be specific in your response. Thank you!)

2. **SUNY Broome Strategic Plan:** Describe how this professional development activity supports SUNY Broome's Strategic Plan. Please include the goal and objective in your answer ([Broome Strategic Plan](#)).

3. **Student Learning/Professional Growth:** Describe how this activity will assist you in building your instructional practice and/or professional development.

4. **Support of the Institution:** Describe how this professional development activity will support the department, division, and college. If this activity supports accreditation, please explain if this activity will support institutional or programmatic accreditation efforts.

Projected Cost Analysis:

Projected cost of activity: \$ _____(Line 1)
(Copied from Section 1 of Travel Form)

Projected Costs covered by other sources \$ _____(Line 2)
(e.g. conference scholarship, etc.)

Current unfunded amount: \$ _____(Line 3)
(Line 1 – Line 2 = Line 3)

Requested amount from PDAP: \$ _____
(Based on PDAP eligibility, see above)

Amount awarded by PDSC: \$ _____
(Filled in by PDSC)

Note the following funding stipulations:

To be considered for conference/workshop reimbursement, you are required to attach:

- a. A COPY of a BCC Travel Form with Section 1 completed in hard copy.
- b. Literature describing the activity, including the dates, locations, cost, etc.
- c. Confirmation that a copy of your PDP or IPGP is on file.

If approved, to receive funding, you must:

- a. Attend the activity.
- b. Submit a summary report to the Professional Development Assistance Program, in the TRC, within 30 days of completing the activity, that summarizes the activity, describes what you learned, identifies the outcomes, and projects how you will use this information in the future. (Reports may be published in the College's Focus program.)